Smart Data Generation 2 User Guide

For Allocating Purchase Card Transactions

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INTRODUCTION

Smart Data Generation 2 ("SDG2") is an online reporting tool that allows you to access your OU Purchase Card transactions securely over the Internet. It can help you expedite expense reporting by allowing you to review transactions, assign Account Codes, Fund Numbers, split transactions and run reports—all online and at your convenience.

Oakland University Administrative Policy and Procedure #1020 (Purchasing Card Procedures) states the following:

> "All cardholders will be granted access to Smart Data Generation 2 ("SDG2") upon receipt of his/her P-Card. By the 15th of each month, the cardholder's department must ensure that all charged expenses are allocated from the default Account Number E095 and default fund to the appropriate Account Number and Fund Number via SDG2. If the cardholder is unable to allocate the expenses via SDG2 by the 15th, a journal voucher to allocate the expenses must be submitted to Accounting within thirty (30) days of statement receipt. Repeated observation of untimely reconciliation and allocation of expenses may result in a loss of P-Card privileges. If an audit discloses inappropriate allocation of expenses, the cardholder's privileges may be suspended or permanently revoked."

This manual will highlight some of the basic functions of SDG2, provide first steps to take when initially logging into the system, explain how to view transactions, update account codes, create splits, run and schedule reports.

GETTING STARTED

Login

To log into SDG2 go to
https://sdg2.mastercard.com/sdportal/home.view?cobrandHost=comerica&locale=en_US

1. Enter your **User ID** and **Password**.

2. Click **Sign In**. If this is your first time logging in, you will be prompted to change your initial password.

Home Page

The Home page is your starting place once you have successfully logged in to the application. You can read important news information, link to other resources, or download scheduled reports from your Inbox.

Home Page Sections	
Program Activity	Contains important general information.
User Role	If user has multiple roles, this allows user to change roles without logging out.
Date Range	Specifies the transactions to include in the activity and summary sections.
News and Links	Provides access to additional resources, information, and tools enabled by the issuer.
Inbox	Provides access to reports, exports, and, where supported, results from operations such as transaction processing.
Resource Center	Provides application documentation.

IMPORTANT
If you have access to multiple accounts, there are two ways you may see your accounts. If you see a **Default Accounts** section to the upper left of your screen you will select the appropriate card number from the dropdown list and click the Change Account button. If you see a **User Role** dropdown field to the upper right of your screen, like shown above, you will select the appropriate person from the list and the information on your home page will change to reflect the new cardholder.

YOUR USER INFORMATION

Reviewing Your User Profile

To access your user information, click the **My Profile** link located in the tab bar or the upper right-hand section web page.

The My Profile screen contains your user settings, such as user name, email address, password, user roles, and default date and currency settings. If this is your first time logging in, take a minute to check the information in your user profile. Contact Jillian Gust at gust@oakland.edu if you need to change any fields that cannot be edited.

Setting up Your Profile for Password Reset – IMPORTANT!

The password reset option allows you to reset your password when you have forgotten your current password and cannot log in. Set up a question and answer to use for verification. Then, when you use the reset option, you will be prompted to answer your question. Once you have answered the question correctly, the system will send you a temporary password via email so that you can log in.

1. Select the **Password Reset Question** that you want to answer. Enter a **Password Reset Answer** to your question. Your answer should not be easily recognizable by others, but easy for you to remember. Note that the answer is case sensitive.

2. Enter or confirm your **Email Address**. A temporary password will be sent to this address.

3. Click **Save** to apply your changes.

FINANCIAL

Transaction Summary

To view transactions, you will need to identify the date of the transactions you want to view. Then, you can refine your search by selecting transactions based on posting date, transaction date, or optional filters. SDG2 maintains up to a rolling 25 months of data online.

1. From the **Account Activity/Financial** tab, select **Account Summary** to access the Transaction Summary screen. Define the range of transactions that you want to view by selecting the appropriate date criteria.

    • **Posting Date** shows transactions by the day they were posted; can be used to search for any six-month period.
    • **Transaction Date** shows transactions by the day they were incurred; can be used to search for any six-month period.

Note: The date range cannot exceed more than six months (184 days), although that range can fall at any place within OU's data retention period

Optional: Use the **Advanced Search** link to further refine your search results. You may use one or any combination of the optional filters and narrow your search down to a specific transaction.

2. Click **Search**. The screen will refresh, the search criteria will automatically collapse and the search results will display.

Detail				Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
				☐	10/05/2012	10/04/2012	PINKERTON C AND I INC 410-7857775, MD -21031	314.10	
				☐	10/17/2012	10/15/2012	MICHIGAN CHRONICLE DETROIT, MI -48201	708.00	
				☐	11/05/2012	11/02/2012	MICHIGAN CHRONICLE DETROIT, MI -48201	636.00	
				☐	11/08/2012	11/07/2012	DETROIT MEDIA PRTNRSHP 03132222270, MI -48226	26,544.00	
				☐	11/09/2012			875.00	
				☐	11/19/2012			260.00	
				☐	11/19/2012	11/16/2012	JOBTARGET LLC 8604400635, CT -06320	260.00	
				☐	11/23/2012	11/21/2012	CHRONICLE OF HIGHER ED 02024661000, DC -20037	460.00	
				☐	12/03/2012	11/29/2012	UNIVERSITY PROFESSIONA 2026593130, DC -20036	390.00	
				☐	12/05/2012	12/03/2012	MICHIGAN CHRONICLE DETROIT, MI -48201		
				☐	12/05/2012	12/04/2012	BOXWOOD TECH 8884918833, MD -21031		
				☐	12/06/2012	12/05/2012	PINKERTON C AND I INC 410-7857775, MD -21031		
				☐	12/17/2012	12/14/2012	MICHIGAN CHRONICLE DETROIT, MI -48201		
				☐	01/03/2013	01/02/2013	JOBTARGET LLC 8604400635, CT -06320		
				☐	01/04/2013	01/03/2013	JOBTARGET LLC 8604400635, CT -06320		
				☐	01/16/2013	01/14/2013	MICHIGAN CHRONICLE DETROIT, MI -48201	1,752.00	
				☐	01/16/2013	01/15/2013	PINKERTON C AND I INC 410-7857775, MD -21031	430.60	
				☐	01/18/2013	01/17/2013	CHRONICLE OF HIGHER ED 02024661000, DC -20037	616.96	
				☐	01/18/2013	01/17/2013	CHRONICLE OF HIGHER ED 02024661000, DC -20037	285.00	
				☐	01/22/2013	01/17/2013	MICHIGAN CHRONICLE	1,152.00	

Expand All | Collapse All   SEARCH RESULTS   Send Email   Save   Reset   Search Total: 47,528.16

> Click on column headings to resort transactions.

> If there is an icon in this column, additional information about the purchase has been provided by the issuers/processors.

> **OPTIONAL**—After updating a transaction, you may want to mark it as Reviewed. See page nine for details.

> Click on link to view merchant details.

Use the icons to edit or view additional transaction information:

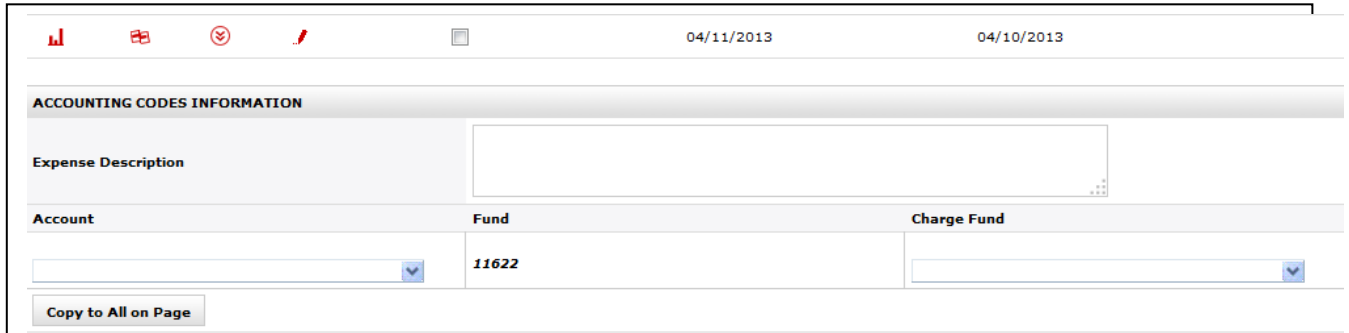|	
▮	**Click to view the Transaction Detail Screen.**
▣	**Click to split a transaction or view the split details.**
⊛	**Click to view account codes.**

Transaction Account Codes

Account codes enable you to assign accounts and funds to credit card transactions, which are then exported to Banner. All credit card accounts are assigned a default fund but this list can be modified as necessary by Accounts Payable.

To View Account Codes

On the Transaction Summary screen, click ⟨⟨ to view a transaction's account codes or you can select **Expand All** to see the account codes section for all transactions on the screen.

The screen will refresh to display the account codes section below the transaction summary.

To Edit Account Codes

1. Once you have expanded the account codes section for a transaction you will see a red stylus icon (✏), indicating that the transaction is in Edit mode. If you expand another transaction you will have to click the **Edit Account Codes** button to begin editing.

2. The OU account code options will be displayed. Enter an Expense Description up to 30 characters (this will become the description displayed in Banner) and, if necessary, change the account codes.

> **IMPORTANT:** The **Fund** field is automatically populated with your default fund, and your transaction will be allocated there. If a transaction needs to be allocated to a different fund, select the proper fund in the **Charge Fund** field. If the fund number you need is not in the drop down, contact Jillian Gust at gust@oakland.edu.

> **OPTIONAL** - It is recommended to mark transactions as Reviewed once you have reviewed and updated them. When reviewing transactions at a later date, you can expedite the process by filtering Status – Not Reviewed in the **Advanced Search** option in the Search Criteria. Only transactions that need to be reviewed and updated will be displayed. You must uncheck a transaction if it needs to be edited.

3. You must click **Save** to save your changes; otherwise, the system will not save them when you log out.

To Copy Account Codes

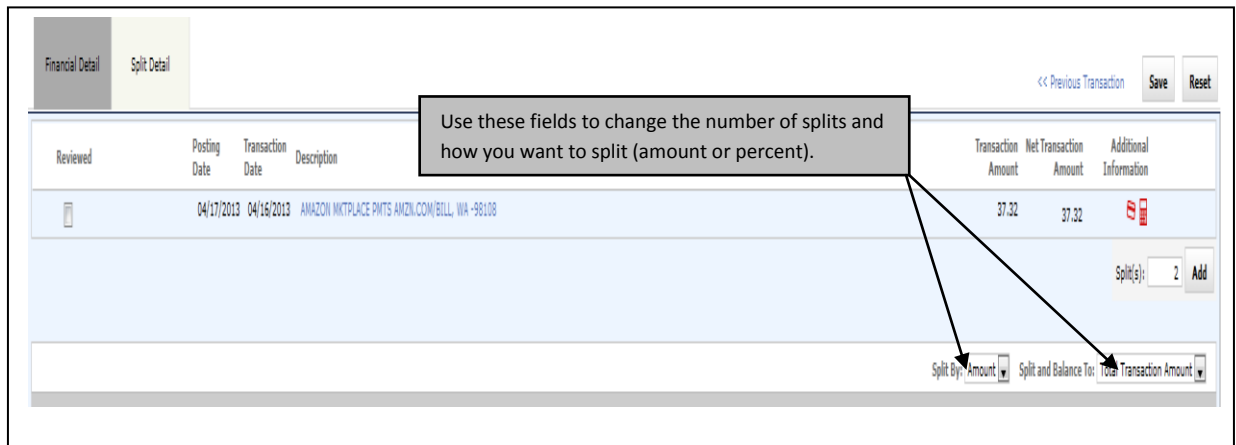You can copy cost allocation codes from one transaction to all editable transactions on the page.

1. Click ⟨⟨ to expand the account codes section for the transaction from which you want to copy.

2. Select **Copy to All on Page**.

3. Select **Save**.

Splitting a Transaction

When you have a transaction in which each item in the transaction should be allocated to a different account code or fund number, you can split the transaction to allocate each item separately. For example, you can split one office supply transaction into the actual items purchased, such as paper supplies and printer toner. Then, apply the appropriate account code to each split.

To Split a Transaction

1. On the Transaction Summary screen, click [icon] to split a transaction. The Split Transaction screen displays.
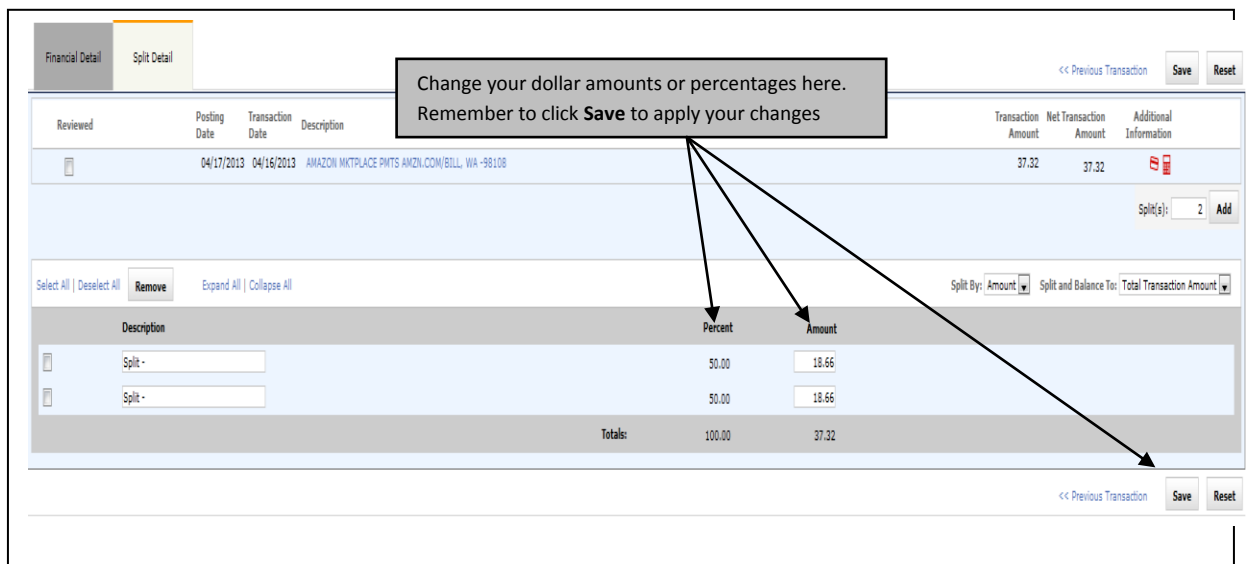

2. Select the number of splits that you want and select create and the method of splitting (amount or percentage). Click **Add** and the screen will refresh and display the split lines.

3. You can enter the split as a negative or a positive, allowing you to record credited items of a transaction, such as a return, or split a credit transaction for re-cost allocation.

4. Enter the **Amount** or **Percent** for each split line.

   - The Split Totals line calculates the splits as each line is entered. When the amounts DO NOT equal the parent transaction, the total displays in red text.
   - Click **Add Split** to add additional lines.
   - Click **Unsplit** to unsplit the transaction.
   - If you will not use all of the split lines, click to remove the line.
   - If the splits are balanced when you click **Save**, any empty rows will be automatically removed.

5. Add an **Expense Description** for each split line.

6. Click **Save** to save your changes.

   Once you save the splits, you can cost allocate each split. Click ⊙ to add account codes.

REPORTS

Use reports to compile transaction data into different formats based on account expenses and account codes, etc. You can run a report in real-time or use the report scheduler to schedule reports on a one-time, weekly, or monthly basis.

Schedule Report

To Run a Report

1. From the **Reports\Accounts Activity** tab, select **Schedule Report**.

2. Under **Choose Report**, select the report that you want to run.

   • The *Account Statement Report* is a very basic listing of credit card charges for a specific time frame. The *Account Statement (Version 2)* is a bit more detailed version of the Account Statement Report.

   • The *Expense Report* is very similar to the *Account Statement Report* but includes the assigned account codes and expense descriptions.

3. Under **Options**, indicate how the report will be generated, then click **Next**:

4. In the **Frequency** step define the frequency and date range to use to schedule the report.

   • The date range cannot exceed more than six months (184 days), although that range can fall any place within OU's data retention period.

5. Click **Save**. If you requested notification, you will receive an e-mail shortly advising you that the report is complete. The report will appear on your home page in your inbox.
   • If you selected Adobe Version, you may get a Browser Warning because of your security options. Allow the download.

Schedule Reports

When you schedule an item, the Schedule Summary screen displays a list of your active and pending schedules.

From the **Reports/Account Activity** tab, select **Scheduled Reports**.

	Name	Frequency	From Date	To Date	Status	Next Run Date
☐	Account Activity Spending Alerts	Once	03/20/2013	04/18/2013	Pending	04/19/2013 16:10:00 EST

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Select All | Deselect All   Delete

- **Active** schedules will run on the **Next Run Date** as displayed on the Schedule Summary screen.
- **Pending** schedules are in the processing queue.
- Once a schedule is processed, it drops off the list.

Changing a Schedule

You can change your **Active** schedules at any time prior to processing. Schedules with a **Pending** status cannot be edited.

If you change the date range of a schedule, the run dates are recalculated based on your new dates. After you save the schedule, you will see the new dates on the Schedule Summary screen.

1. On the Schedule Summary screen, click the name of the report link. The schedule screen will display, which will allow you to change the schedule criteria.

2. The **Status** indicates whether the scheduled item is in the processing queue (Pending) or awaiting to run on the next run day (Active).

Deleting a Schedule

You can delete any of your **Active** schedules.

1. In the Scheduled Reports screen, select a report by ticking the box on the far left of the row, then click the **Delete** button.

2. A dialog box displays to confirm that you want to delete the schedule. Click **OK** to permanently remove the schedule.

Inbox – Retrieving Scheduled Reports

The Inbox contains processed reports that you scheduled in the application.

To access your Inbox items, click the **View All** link in the Inbox section of the Home Page. The system retains Inbox items for 14 days before they are automatically deleted.

To Download a File

1. Click the report you want to view.

2. In the **Completed Report** screen, select **Download**. Depending on the security options set for your browser, you may not be able to open the file directly from the browser.

3. Click **OK**.

FORGOT YOUR PASSWORD?

We can't send you your original password, but we can send you temporary login information so that you can log in and reset your password.

To reset your own password, you should have already set up your security question and answer in your user profile. This enables the system to verify that it's you requesting help to log in.

To Receive a Temporary Password

1. If you cannot remember your password, click the **Forgot Password** link next to the **Sign in** button on the log in screen.

2. You will be directed to the **Forgot your password** screen. Here you will supply your User ID, select the security question you chose, and type your security answer.

3. Once you fill in the information, click **Submit**.

4. You will receive a temporary password via email. This is a onetime password, which allows you to log in and enter a new password.

> **Password Requirements:**
> - 8-20 characters; two of which must be numeric characters
> - Passwords are case sensitive
> - Passwords cannot contain spaces
> - Old passwords cannot be used for four times
> - Password cannot be the same as user ID.

If you have not set up a security question and answer, contact Jillian Gust at gust@oakland.edu.